

PERIODIC AND DAILY/WEEKLY CLEANING TASK CHART

Attachment 5 Page 1 of 2

Task	DAILY	WEEKLY	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
Executive Office Space: Including private bathrooms- (From list provided by the COTR .)	CD, CCD													
Conference Rooms in the Annex.	CN													
General Office Space, Snack Bar and Other Conference Rooms		CW												
Copier Centers, File Rooms, Break rooms (Bare floors to be mopped weekly, and must have a wet look at all times.)	PB2	CW												
Daycare and Health Centers- (Policing for Daycare to include courtyard, playground and hallway to it.) Bare floors to be mopped nightly, stripped & waxed monthly and must have a wet look at all times. HEPA vacuum & damp wipe ceiling diffusers and transoms 1 st of the month. Appliances, blinds, doors, light fixtures and baseboards to be cleaned weekly.	Daycare-P2D,CCN Health Unit-P2D, CCD		WWDC SC	SC	WWDC SC	HD SC	WWDC SC	SC	WWDC SC	HD SC	WWDC SC	SC	WWDC SC	HD SC
Auditorium	CD		SC		HD	SC			SC		HD	SC		
Credit Union, Library and Travel Office.	P2D, CD		SC		SC		SC		SC		SC		SC	
Main Entrances, Foyers, Vestibules, Lobbies and Public Telephone Booths (includes vacuuming inside and outside mats.)	P2D, CN		SC	SC	HD SC	SC	SC	HD SC	SC	SC	HD SC	SC	SC	HD SC
Stairwells (Wet look all times.)	PA5	CW	HD	HD	HD	HD	HD	HD	HD	HD	HD	HD	HD	HD
Loading Dock and Service Court Yard- (Service Courtyard to be vacuumed by 6:30 a.m.)	P2D, CN		HD		HD		HD		HD		HD		HD	
Passenger Elevators (Wet Look at all Times.)	PB2, CN													
Freight Elevators (Wet Look at all Times). Where applicable.	PB2, CN													
Restrooms and Drinking Fountains (this includes restroom doors) Restrooms shall be policed twice (<i>3 times for all 1st floor restrooms</i>) during the day shift and clinically cleaned during the evening (5 p.m. to 10 p.m.) shift.	P2D, CCN													
Restroom Ceiling Vents-HEPA Vacuum and Damp Wipe Both Sides.			CTM	CTM	CTM	CTM	CTM	CTM	CTM	CTM	CTM	CTM	CTM	CTM
Guard's Stations and Booths (inside and outside) & K-9 Office.	PB2, CD		SC			SC			SC			SC		
Outside grounds and smoking areas (police the two (2) interior courtyards once a day) and outside entrances twice a day.	P2D													
Mailroom	PB2	CW	HD		HD		HD		HD		HD		HD	

Symbols Key		
“B” or “G”=Basement, “1-7”=Floor Number, “A”=Attic CD-Clean Daily (7am-5pm) CCD-Clinically Clean during day CN-Clean Nightly (5pm-10pm) CCN-Clinically Clean at night CW-Clean Weekly (Vacuum, Sweep, Mop, Dust, etc.) CTM-Complete This Month	DD-Done Daily – Per Schedule. HD-High Dusting Above 72” From the Floor P2D-Police Twice Daily (once in a.m. and once in p.m. before 3 p.m.) PB2-Police Before 2pm PA5-Police After 5 p.m. SC-Shampoo Carpet WWDC-Wash Walls, Doors, Cabinets	Normal building operating hours 6 a.m. to 6 p.m. Core business office hours: 9:00 a.m. to 2:30 p.m. All schedules and times to be approved by the COTR. <i>See Statement of Work (Section C) for definitions that apply.</i>

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Attachment 5 Page 2 of 2

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Fitness Center and Jogger Showers (Bare floors scrubbed nightly, wet look at all times. Aerobics floor damped mopped nightly.	P2D, CCN		WWDC SC	SC	SC	SC	SC	SC	WWDC SC	SC	SC	SC	SC	SC
Maintain High Shine (Wet Look) on all Corridors, Lobbies, Stairwells, and Elevators.	PA5, DD													
Parking Garage (Wash and Seal Quarterly.)	PA5			CTM			CTM			CTM			CTM	
Trash Pick up – All receptacles.	DD													
Exterminator (four (4) hours per day 8 a.m. to Noon.)	DD													
Work Tickets From: Building Management, Employee Resource Center or Other.	DD													
Inspection Deficiencies Report Form 12889-IRS Custodial Program.	DD													
Janitor Closets and Slop Sinks.	PA5	CW												
Dust Blinds (to be done once a week in all offices.)		AS, CW												
Blinds Wash (including interior window ledges.)				CTM-7	CTM-6	CTM-5	CTM-4	CTM-3	CTM-2	CTM-1	CTM-B			
Exterior Balconies.			CCD	CCD	CCD	CCD	CCD	CCD	CCD	CCD	CCD	CCD	CCD	CCD
Strip, Seal, Wax All Floors in: Copy Centers, Restrooms, Loading Dock, Elevators, Day Care, Fitness Center, Joggers Showers, (Includes cleaning of stone baseboards in corridors/lobbies.) (Each floor area twice a year, does not inc. terrazzo/marble floors.)			CTM	CTM	CTM	CTM	CTM	CTM	CTM	CTM	CTM	CTM	CTM	CTM
					7 & 6	5 & 4	3 & 2	1 & B	Basebd	7 & 6	5 & 4	3 & 2	1 & B	Basebd
Main Entrances Thresholds (Secondary to be done when regular cleaning is done.)			CN	CN	CN	CN	CN	CN	CN	CN	CN	CN	CN	CN
Shampoo Office Carpet (Extraction or dry foam method only.)			1,7,B	2	4	5	3	6	1,7,B	2	4	5	3	6

Shampoo all Int. Entrance Mats – After 6pm (See Main Entrances.)			CTM	CTM	CTM	CTM	CTM	CTM	CTM	CTM	CTM	CTM	CTM	CTM
All Other Bare Floors (Wet mop, wet look.)			CTM	CTM	CTM	CTM	CTM	CTM	CTM	CTM	CTM	CTM	CTM	CTM
Vacuum and Spot Cleaning Upholstery.				7	6	5	4	3	2	1	B			
Power Wash All Outside Entrances, 10 th Street walk thru and 12 th Street covered area. (Incl.exterior entrance door mats & trash cans.)			CTM	CTM	CTM	CTM	CTM	CTM	CTM	CTM	CTM	CTM	CTM	CTM
Strip, Clean and Seal all Grout floors and walls					B	1	2	3	4	5	6	7		
Light Fixtures-Clean all Interior Fixture Lenses.				CTM-7	CTM-6	CTM-5	CTM-4	CTM-3	CTM-2	CTM-1	CTM-B			
Polish All Brass and Other Bright Metal Fixtures.				CTM			CTM			CTM			CTM	
Window Washing (All Exterior, Interior and Bomb Blast Windows.)										CTM				
Ceiling Diffusers and Door Transoms (both sides) HEPA Vacuum.			B	1	2		3	4	5	6	7			
Moats and Sub-basement.			CTM		CTM		CTM		CTM		CTM	CTM	CTM	CTM
Attic area, Air Shaft Rooms and Mechanical Rooms/Spaces.				CTM		CTM		CTM		CTM		CTM	CTM	CTM
High Cleaning (Above 72” From Floor.)			B & 1	2, 3	4, 5	6, 7			B, 1	2, 3	4, 5	6, 7		
Elevator Mechanic’s office - A		CW												
Clean Trash Cans at Desks.			3	2	1		B	7	6	5	4			
Cafeteria (Carpet & tile in “common” seating area & corridor doors.)	DD		SC	SC	SC	SC	SC	SC	SC	SC	SC	SC	SC	SC
Sweep/mop terrazzo/marble flooring (see PWS for specifications)	DD													
Maintenance for terrazzo/marble flooring (seePWS for specs.)			4	5	6	1,7	3	2	4	5	6	1,7	3	2